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Communications

**THE ANDREWS SYSTEMS SECURITY
AWARENESS, TRAINING AND EDUCATION
(SATE) PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 33-2, *C4 Systems Security*, and Public Law 100-235, *The Computer Security Act of 1987*. It provides detailed guidance and responsibility for establishing and managing the Security Awareness, Training, and Education (SATE) Program; defines the program goals; and applies to all military and civilian personnel including the Air National Guard and US Air Force Reserve. It also supports the programs outlined in other publications such as Air Force Instruction (AFI) 33-201, *The Communications Security (COMSEC) Program*; AFI 33-202, *The Computer Security (COMPUSEC) Program*; AFI 33-203, *The Emission Security (EMSEC) Program*, and AFI 33-204, *The Systems Security Awareness, Training and Education (SATE) Program*.

Section A— General Information

1. Introduction. This operating instruction describes and defines the Andrews Systems SATE program goals, objectives, and standards. The SATE program is a single, integrated security education, awareness, and training effort covering the communications security (COMSEC), computer security (COMPUSEC), and emission security (EMSEC) disciplines. It is a training and indoctrination program established to emphasize security awareness and to promote consistent application of security principles in the use of Air Force systems. COMSEC refers to the day-to-day application of transmission security, emission security, and cryptographic security.

2. Goal. The goal of the SATE program is to ensure all Andrews personnel understand the importance of and practice of safeguarding systems. Personnel must know how to protect these systems by applying various systems security countermeasures.

3. Objectives. The objective of SATE is to train individuals to act or react automatically and responsibly to protect information generated, stored, processed, transferred, or communicated by systems. Train all Andrews personnel to:

- 3.1. Understand the inherent weaknesses in systems and the potential harm to national security due to the improper use of systems.
- 3.2. Identify the types of information requiring protection.
- 3.3. Take necessary measures to protect information generated, stored, processed, transferred, or communicated by systems.
- 3.4. Recognize practices that create vulnerabilities in systems, and use established security procedures to address them.
- 3.5. Recognize the potential damage to national security if communications security material is compromised, and understand the security measures required to protect this material.
- 3.6. Understand how COMPUSEC, COMSEC, and EMSEC relate to the protection of information generated, processed, stored, or transferred by systems.

Section B—Responsibilities

4. Wing and Base. Ensure the host/SC (89 CG/CC) designates primary and alternate individuals from the 89 CS/SCBS, Information Protection office to manage the wing and base SATE program. The primary SATE manager will be a technical sergeant or GS-7 or above, with knowledge of systems operations. HQ AMC/SC will approve or disapprove waivers IAW AFI 33-204.

5. Wing and Base Security Awareness, Training, and Education (SATE) Program Managers will:

- 5.1. Schedule and conduct annual functional reviews of all unit SATE program managers during the month of *May*.
- 5.2. Schedule and conduct annual SATE program management workshops during the month of *April* for unit managers.
- 5.3. Forward a copy of the annual RCS: HAF-SC(A)8902 SATE Utilization report no later than 15 January to HQ AMC CPSS/STSP using AFI 33-204, Figure 1 as an example.
- 5.4. Notify base network control center (BNCC) help desk to lock-out users who do not complete initial Air Force SAFEWARE training within 30 days of signing for Andrews Office Network (AON) password.
- 5.5. Develop an Andrews SATE checklist for unit functional reviews utilizing the AMC SATE checklist.
- 5.6. Develop mission specific SATE related tutorials for Air Force SAFEWARE use.
- 5.7. Maintain a SATE continuity book to include:
 - Electronic access to AFI 33-204, AFI 33-219, and AAFBI 33-204.
 - Base/Unit SATE manager appointment letters.
 - Base/Unit functional review reports.
 - SATE functional review checklists.
 - Unit SATE initial and annual refresher training reports.
 - Any other SATE related material or correspondence

6. Unit (All 89AW, tenants, and contractors) SATE Program Manager will:
- 6.1. Forward the unit SATE manager appointment letter to the base SATE manager.
 - 6.2. Attend annual SATE program management workshops during the month of *June*.
 - 6.3. Supplement and adapt material provided at workshops to apply to specific mission requirements for your unit.
 - 6.4. Ensure all unit assigned personnel receive initial and annual SATE training using Air Force SAFEWARE software.
 - 6.5. Ensure all unit personnel accomplishing Air Force SAFEWARE training have the Core Automated Maintenance (CAMS) course code for SATE, "026" (for those units utilizing CAMS), loaded under their name.
 - 6.6. Ensure documentation of initial and annual Air Force SAFEWARE training utilization reports are forwarded to the Base SATE manager at least quarterly (only those not on AON).
 - 6.7. Conduct and document self-functional review annually on unit SATE program during the month of *April* using the SATE checklist.
 - 6.8. Assist the Base SATE manager in annual functional reviews during the month of *May*.
 - 6.9. Maintain a SATE continuity book to include:
 - Electronic access to AFI 33-204, AFI 33-219, AAFBI 33-204.
 - The results of the last two self functional review reports.
 - AMC/Unit SATE Checklist.
 - Unit SATE initial and annual refresher training reports.
 - Any other SATE related material or correspondence

Section C—Training

7. Training Requirements. All military and civilian personnel assigned to Andrews AFB will receive three types of SATE training: initial, refresher (annual), and awareness. Base, unit, and work center managers will conduct this training using Air Force SAFEWARE software and other SATE related educational material.

- 7.1. The wing/base SATE program manager will:
- 7.1.1. **Initial.** Administer the Air Force SAFEWARE program for all AON user.
 - 7.1.2. **Initial.** Conduct a SATE brief for newly assigned personnel every 2nd, 3rd, and 4th Wednesday of every month using "Newcomers Briefing" in continuity book. Retain documentation of all personnel briefed.
 - 7.1.3. **Initial.** Provide each appointed SATE unit program manager with indoctrination and training, utilizing Air Force SAFEWARE software and unit manager's handbook.
 - 7.1.4. **Annual.** Provide annual refresher training in *April* during SATE program management workshops for unit managers. Document training date and the signature of each SATE unit manager.

7.1.5. **Awareness.** Publish a SATE newsletter that makes all SATE program managers aware of systems security educational films, posters, briefings, and other training tools.

7.1.6. **Awareness.** Place reminders of the need for positive systems security practices in base bulletins and other media to increase and reinforce systems security awareness.

7.2. The unit SATE program manager will:

7.2.1. Initial. Provide unit personnel with initial indoctrination SATE training, utilizing Air Force SAFEWARE software and unit manager's handbook.

7.2.2. Annual. Provide unit personnel annual refresher SATE training, utilizing Air Force SAFEWARE.

7.2.3. Awareness. Circulate SATE newsletters, SATE related articles, and other related SATE material throughout the organization.

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